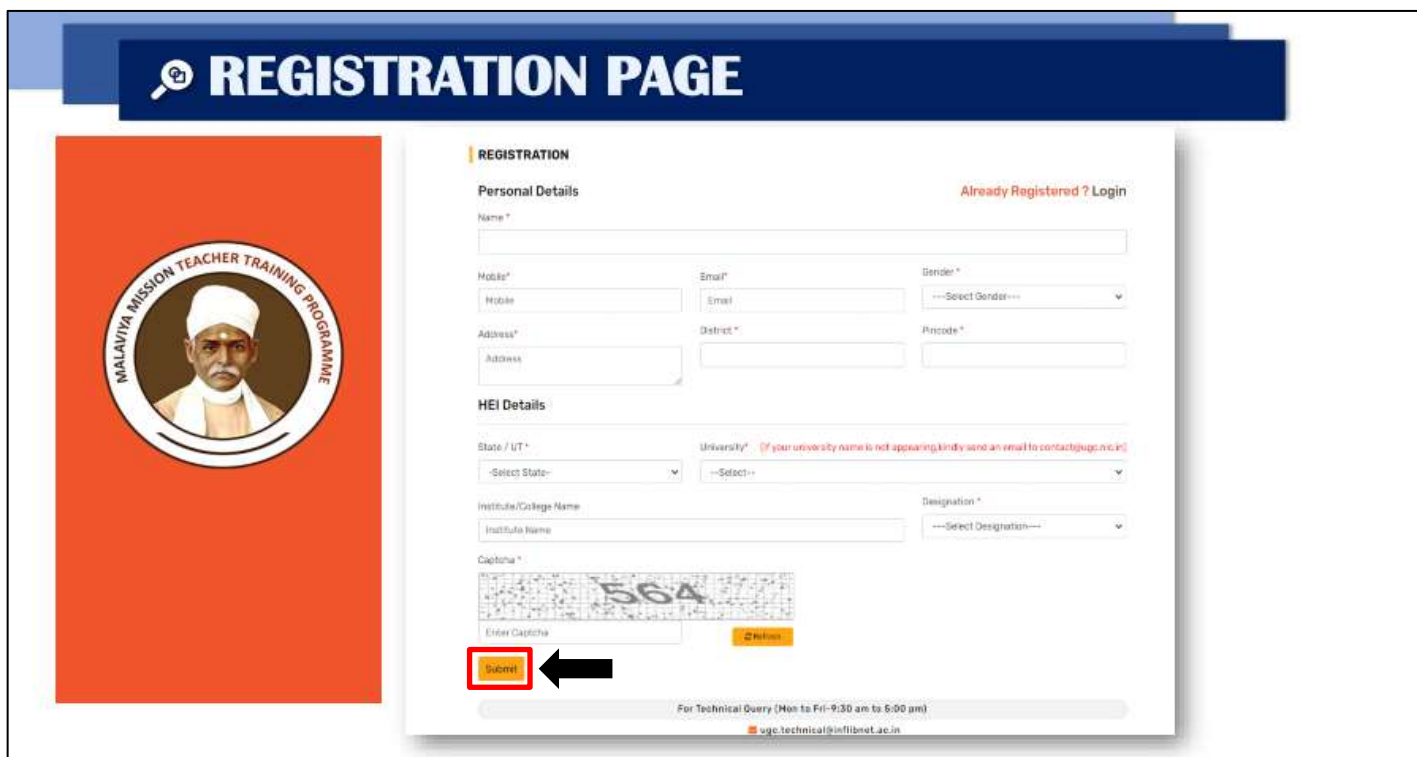
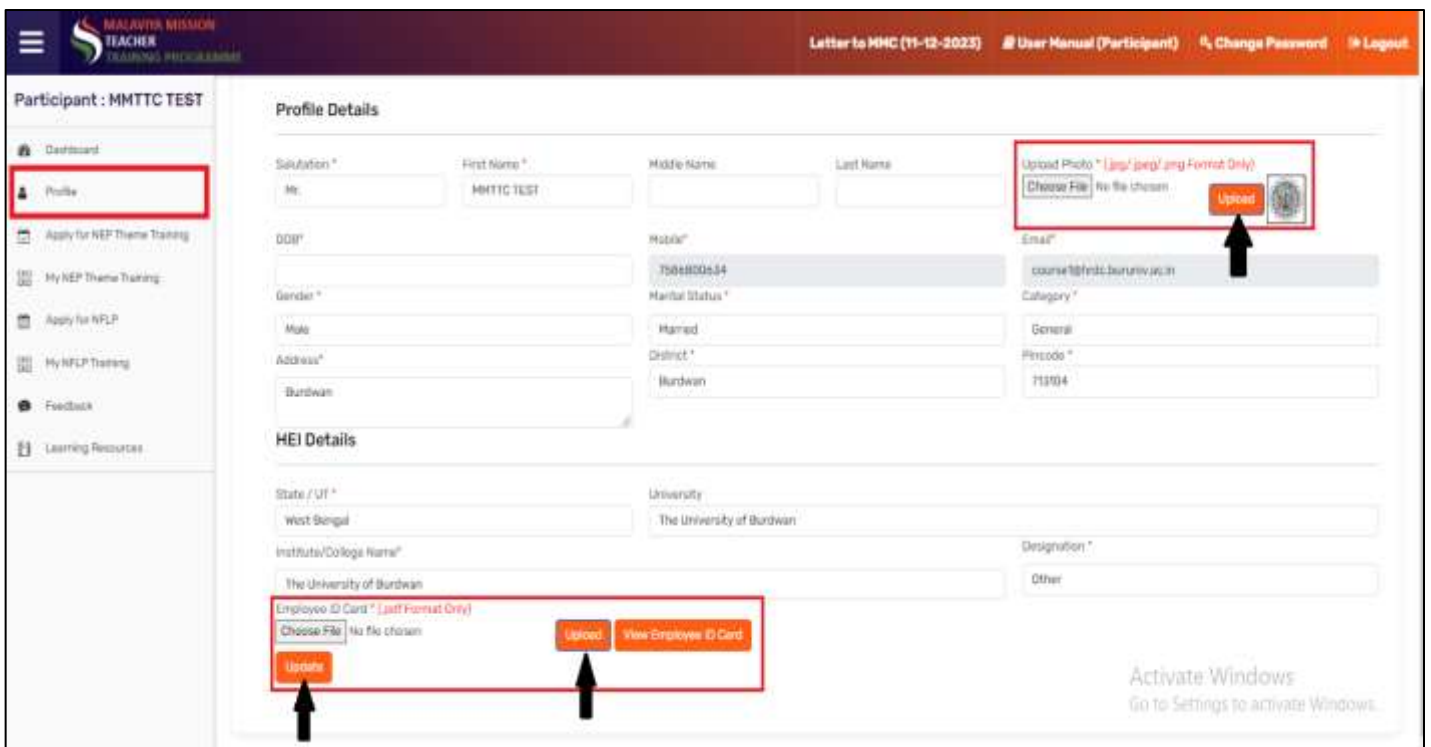
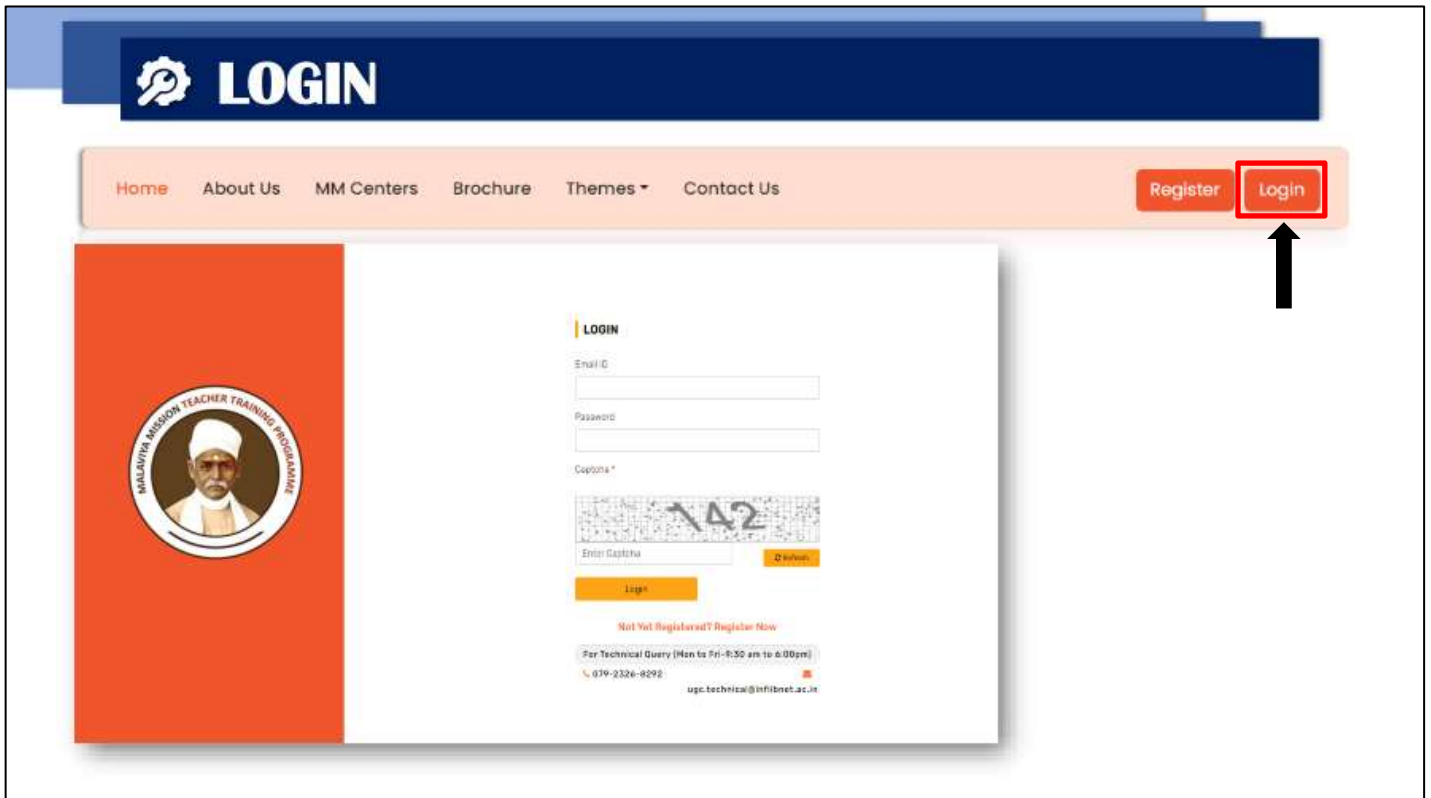


**INSTRUCTIONS FOR ONLINE APPLICATION FOR FIPs, RCs & STPs**

**STEP 1:** Visit <https://mmc.ugc.ac.in/>, click on **Register**, fill in the necessary **Personal & HEI** details and **Submit**.



**STEP 2:** Login into your MMTTP account, click on **Profile** on the left pane, fill in necessary **Personal & HEI details** (note that you need to **upload a copy of your photo & a copy of your Employee ID card/certificate of employer**) and click on **Update**.



**STEP 3:** a) Click on **Dashboard** on the left pane, b) Click on **Apply for Guru Dakshta (Faculty Induction Programme, Refresher Course and Short-Term Programme)**, c) Select the course type in the **Apply For** field, fill up the application form and **Submit**.

**NOTE:** Under the **Programme Name & Centre Name** field the courses are arranged date-wise in a chronological order, and applicants need to select **University of Burdwan & check/confirm the dates of the course** they wish to participate in.

The screenshot shows the dashboard for a participant named 'MMTTC TEST'. The top navigation bar includes 'Letter to MMC (11-12-2023)', 'User Manual (Participant)', 'Change Password', and 'Logout'. The left sidebar contains a menu with 'Dashboard' highlighted in a red box. The main content area features four orange buttons: 'My Programmes', 'No. of NEP Theme Training Participated' (displaying '0'), 'Apply for NFLP (Nurturing Future Leadership Programme)', and 'Apply for Guru Dakshta (Faculty Induction Programme), Refresher Course and Short Term Programme (Faculty)', which is also highlighted in a red box with a black arrow pointing to it. A watermark 'Activate Windows' is visible at the bottom right.

The screenshot shows the 'Application Form' page for the participant 'MMTTC TEST'. The top navigation bar is identical to the dashboard. The left sidebar contains a menu with 'Dashboard' highlighted in a red box. The main content area is titled 'Application Form' and includes a 'View List' link. The form contains several fields: 'Apply For \*' (with 'Short Term Programme/Faculty Development' selected), 'Program Name & Center Name \*' (with 'University of Burdwan (20/11/2024 - 27/11/2024)' selected), 'Title \*' (with '--Select--'), 'Year of Joining As: Lecturer: \*', 'Nature of Appointment \*' (with '--Select--'), and 'Fixed Salary \*'. There are also empty fields for 'Your Subject Area Specialization', 'Total Teaching Experience (College/University) \*', and 'Pay Level \*'. A red box highlights the 'Submit' button at the bottom left, with a black arrow pointing to it. A watermark 'Activate Windows' is visible at the bottom right.

**STEP 4:** To view the list of programmes you have applied for, click on **View List** tab in the Application Form page.

**NOTE:** The MMTTC, BU will send all relevant course files/documents along with the Google Meet link for the session(s) to selected participants via email prior to the commencement of the course.

**Participant : MMTTC TEST** Home > Course Details

### Application Form

Apply For \*  
-- Select --

Title \*

Year of Joining As: Lecturer-\*

Nature of Appointment \*  
--Select--

Fixed Salary \*

Program Name & Center Name \*

Your Subject Area Specialization

Total Teaching Experience (College/University) \*

Pay Level \*  
--Select--

[View List](#)

Submit

Activate Windows  
Go to Settings to activate Windows.

**Participant : MMTTC TEST** Home > List

[Add Program](#)

**List**

**Note : The center is responsible for communicating the updated program to registered participants.**

Show 10 entries

CSV Excel Search:

Sr No	Apply For	Center & Program Name	Title	Nature of Appointment	Total Teaching Experience	Pay Level	Date	Status	Action
1	Short Term Programme/Faculty Development	University of Burdwan (18/02/2025 - 24/02/2025)	STP in Research Methodology	Permanent	8	12	27/06/2024	Pending	View Edit

Showing 1 to 1 of 1 entries

Activate Windows  
Go to Settings to activate Windows.

Go to Settings Previous Next

[https://mmc.upc.ac.in/uploads/letter\\_11\\_12\\_2023.pdf](https://mmc.upc.ac.in/uploads/letter_11_12_2023.pdf)

**\*\*IMPORTANT NOTE:**

- These courses will be considered for fulfilment of one of the requirements for CAS as laid down by UGC.
- An Online Certificate will be issued to successful participants who have attended all the sessions and qualified the Assessment test.
- The link to apply for a training programme/course will remain active till the day before the date of commencement of the programme/course (till 11:59 PM).
- The MMTTC, BU reserves all rights to revise the last date of applying for a course.
- The MMTTC, BU reserves all rights to revise the programme schedule and/or re-schedule courses.
- The MMTTC, BU reserves all rights to drop any applicant(s)/participant(s) if any error/fault/suppression of fact(s) is/are detected on the part of the applicant(s)/participant(s) at any stage of the course.
- The MMTTC, BU reserves all rights to drop or include any applicant(s)/participant(s) if any error/mistake is detected on the part of MMTTC, BU at any stage of the course.



**Prof. Tanmoy Dasgupta**  
**Director (Addl. Charge)**  
**MMTTC, BU**